

**FACULTY OF HUMANITIES AND SOCIAL SCIENCES  
SCHOOL OF LANGUAGES AND CULTURES**

**GERMAN PROGRAMME  
GERM 104 ELEMENTARY GERMAN**

**20 POINTS**

**TRIMESTER 2 2013**

Please read through this material very carefully in the first week of the course, and refer to it regularly.

### **Important dates**

**Trimester dates:** 15 July to 17 November 2013

**Teaching dates:** 15 July to 18 October 2013

**Mid-trimester break:** 26 August to 8 September 2013

**End-of-trimester oral test dates:** 14-18 October

**Study period:** 21–25 October 2013

**Withdrawal dates:** Refer to [www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds](http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds)

If you cannot complete an assignment or sit a test or examination (aegrotats), refer to [www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)

### **Names and contact details**

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**Contact Person for Māori and Pasifika Students:** Dr Vanessa Frangville  
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**School Website:** [www.victoria.ac.nz/slc](http://www.victoria.ac.nz/slc)

Teaching staff are happy to discuss your concerns with you, or to provide additional information about the course. Such information is also regularly provided through announcements in class and on Blackboard. Staff are available for student consultation at times indicated on their office doors or by contacting them via email to arrange a suitable time.

### Class times and locations

<b>Lectures</b>	Mon	11.00am – 11.50am	AM 104	Monica Tempian
	Wed	11.00am – 11.50am	AM 104	

<b>Language Tutorials</b> (Choose <u>ONE</u> time from <u>EACH</u> of the <u>TWO</u> strands)				
I. Either	Thurs	2.10pm – 3.00pm	vZ506	
	OR	Thurs	3.10pm – 4.00pm	vZ506
II. Either	Fri	10.00am – 10.50am	vZ506	
	OR	Fri	11.00am – 11.50am	vZ506

<b>Audio Visual Classes</b> (Choose ONE time)				
Either	Tues	10.00am – 10.50am	vZ011 (LLC*)	
OR	Tues	11.00am – 11.50am	vZ011 (LLC*)	
* Language Learning Centre (situated on Level 0, von Zedlitz building)				

Students must choose tutorial and audiovisual class groups by signing up using the S-cubed system, <https://signups.victoria.ac.nz>. You remain in your allotted group for the whole course, unless a change is authorised by the Course Co-ordinator.

Please note that audiovisual and tutorial classes start in the **second** week of the trimester.

### Communication of additional information

You can find further information about the course on Blackboard, and on the German Programme noticeboard (situated on Level 6 von Zedlitz building, opposite room vZ603). From time to time, staff may also circulate emails to all students in the class.

### Prescription

This course builds on the skills acquired in GERM 103. It aims to further develop students' knowledge and understanding of the German language in an interactive way.

## Course content

In GERM 104, you will:

- I. read texts in German and learn about a variety of cultural and social aspects of the German-speaking countries;
- II. expand your vocabulary in context and learn to recognize German word formation patterns;
- III. improve your listening comprehension skills and your pronunciation;
- IV. learn to build complex sentences in German correctly;
- V. practise describing objects and events, expressing future plans, reporting about past events, and expressing wishes and requests.

## Course learning objectives (CLOs)

GERM 104 presupposes a successful completion of GERM 103 *Introduction to the German Language* (or equivalent comparable to NCEA Level 1 or Level A1 of the European Framework for Language Learning) and teaches the four skills of reading, writing, listening and speaking in an interactive way.

This course will enable students to reach a level comparable to NCEA Level 2-3 or Level A2 of the European Reference Framework for Language Learning.

Students who pass the course should:

1. be able to hold and listen to a basic conversation in German;
2. be able to write and talk about present, past and future events or situations at an elementary level;
3. be familiar with elementary German grammar (cases, tenses, moods, voices, sentence construction);
4. be able to read a range of German texts with the help of a dictionary.

## Teaching format

GERM 104 is a second trimester course of FIVE hours per week, involving two lectures, two language tutorials and one audio-visual class. Students are expected to attend all classes.

GERM 104 is based on a varied approach. Classes include textbook work, grammar exercises, conversation practice, pronunciation drills, interactive computer exercises and language games. The purpose of the lectures is to mainly introduce new grammar aspects in a communicative context and practise reading, whereas the language tutorials and the AV class are aimed at practising German grammar and using the German language in everyday life oriented communicative situations.

You are expected to supplement classroom learning with additional work on your own in the LLC or in study groups (to be organised by the students themselves or with the help of the German intern). Students who have completed GERM 104 with a good grade may enrol for GERM 217 in the following year.

## Mandatory course requirements

In addition to achieving an overall pass mark of 50% students must:

- I. attend both written tests;
- II. attend the oral test;
- III. attend a minimum of 80% of tutorials and AV-classes, and
- IV. submit all three assignments.

If you are unable to attend a particular class for any reason, it is up to you to review what has been covered in this class, and to check when the next assignment is due. This information is available on Blackboard.

Unless informed to the contrary, you may assume that you have met the mandatory course requirements.

## Workload

The University Assessment Handbook has laid down guidelines as to the number of hours per week which students are expected to devote to a course in order to maintain satisfactory progress. Students enrolling in a 1-trimester 20-point course should work on average 13 hours per week including contact hours - i.e. you are expected to work an additional eight hours per week.

This additional work includes:

- completing assignments
- studying vocabulary
- reviewing class content and preparing for classes, and
- practising reading, writing, listening and speaking German in your own time, for example by using material provided in the LLC.

NB: The additional work will naturally vary according to the prior knowledge of German and the general language aptitude that a student brings to the course.

## Assessment requirements

Assessment for GERM consists of 100% in-term assessment as follows:

- |     |  |     |
|-----|--|-----|
| (a) | Two in-term language tests, held on 19 August and 7 October<br>The purpose of these tests is to assess students' progress in German grammar and reading comprehension. | 40% |
| (b) | Two assignments, due on 5 August and 30 September<br>The purpose of these assignments is to assess students' reading and writing skills in German.                     | 30% |
| (c) | One listening assignment, due on 9 September<br>The purpose of this assignment is to assess students' listening skills in German.                                      | 10% |
| (d) | Vocabulary quizzes, every Monday in the AV class (starting in Week 3)<br>The purpose of these quizzes is to assess students' vocabulary knowledge.                     | 10% |
| (e) | End-of-trimester oral test, held in Week 12 (5 minutes).<br>The purpose of this test is to assess students' spoken German.   | 10% |

Assessment items and workload per item	%	CLO(s)	Due date
1 Test 1 (duration 50 minutes)	20 %	2, 3, 4	19 August
2 Test 2 (duration 50 minutes)	20 %	2, 3, 4	7 October
3 Assignment 1	15 %	2, 3, 4	5 August
4 Assignment 2	15 %	2, 3, 4	30 September
5 Listening assignment	10 %	1, 3	9 September
6 Vocabulary quizzes	10 %	1, 2, 4	29 July, 5 August, 12 August, 19 August, 9 September, 16 September, 23 September, 30 September, 7 October
7 Oral test	10 %	1, 2, 3	14-18 October

## Submission and return of work

Assignments are to be submitted online via Blackboard. Full instructions for each task will be given in class and/or on Blackboard. Every effort will be made to return marked tests and assignments within two weeks. These may be collected from the SLC Office on Level 6. Student ID cards must be shown before work will be returned.

## Penalties

### Tests

If you are unable to attend a written test or the final oral test through exceptional circumstances such as accident, illness or bereavement, an explanation *must* be made, if possible in writing, *prior to the test*. In this case an alternative test or date may be arranged.

### Assignments

If you submit an assignment after the due date, you will incur a 5% penalty for each weekday late. In special circumstances such as accident, illness or bereavement, an extension may be granted, but only after you consult with the staff member concerned.

NB: In case of illness, you must supply a medical certificate.

## Set texts

*Passwort Deutsch 2* Kursbuch (textbook, Edition Klett) and the *GERM 104 Supplementary Material* (Student Notes) will be used in all classes. You are also strongly encouraged to use the *Passwort Deutsch 2* Übungsbuch (workbook with supplementary exercises, Edition Klett) for independent study. You may also buy a dictionary and a grammar if you wish to, but this is not essential for this course. We recommend Christine Stief & Christian Stang, *German Grammar in a Nutshell*.

Texts can be purchased from Vic Books, Ground Floor Easterfield Building, Kelburn Parade. It can also be ordered online at [www.vicbooks.co.nz](http://www.vicbooks.co.nz). Orders and enquiries can be emailed to [enquiries@vicbooks.co.nz](mailto:enquiries@vicbooks.co.nz).

## Class representative

A class representative will be elected in the first week, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students. Class reps will attend a meeting with the Head of School to discuss how the course is going and to raise any concerns or suggestions that they may have. You can find out more information on Class Representatives on the VUWSA website: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)

## Student feedback

Response to feedback for this course will be discussed in class or delivered via Blackboard.

Student feedback on University courses may be found at [http://www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php)

## Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: [www.victoria.ac.nz/home/study/plagiarism](http://www.victoria.ac.nz/home/study/plagiarism)
- Aegrotats: [www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)
- Academic Progress: [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/home/study/dates](http://www.victoria.ac.nz/home/study/dates)
- FHSS Student and Academic Services Office: [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)
- Grades: [www.victoria.ac.nz/home/study/exams-and-assessments/grades](http://www.victoria.ac.nz/home/study/exams-and-assessments/grades)

- Resolving academic issues: [www.victoria.ac.nz/home/about/avcacademic/publications2#grievances](http://www.victoria.ac.nz/home/about/avcacademic/publications2#grievances)
- Special passes: [www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass](http://www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass)
- Statutes and policies including the Student Conduct Statute: [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy)
- Student support: [www.victoria.ac.nz/home/viclfe/student-service](http://www.victoria.ac.nz/home/viclfe/student-service)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/home/viclfe/student-charter](http://www.victoria.ac.nz/home/viclfe/student-charter)
- Student Contract: [www.victoria.ac.nz/home/admisenrol/enrol/studentcontract](http://www.victoria.ac.nz/home/admisenrol/enrol/studentcontract)
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/home/about](http://www.victoria.ac.nz/home/about)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)

## Language Learning Centre (LLC)

The Language Learning Centre (LLC) is the Library's technology-rich, multimedia centre supporting language learning. At the LLC you can practise and extend your language learning.

You can:

- Find materials to support your language studies, including dictionaries, textbooks and graded readers.
- Study independently using language learning software, audio material and DVDs.
- Find a welcoming environment with services and events, and onsite assistance and support for languages
- Become a Language Buddy or find a conversation group.

Visit the LLC on Level 0, von Zedlitz Building and take a look at our website [www.victoria.ac.nz/llc](http://www.victoria.ac.nz/llc).

## Learning opportunities

We encourage you to take advantage of whatever opportunities occur outside class hours to practise your German, for example:

- reading German articles or books
- watching German films
- attending lectures at the Goethe Society or Goethe Institute
- coming along to *Kaffeestunde*
- participating in the student play production
- having conversations with Germans
- chatting in German online, etc.

We also advise you to use self-access material provided by the LLC, including:

- several computer programmes, which deal with all aspects of German grammar and pronunciation, and
- electronic vocabulary flashcards created specifically for this course.

Remember too that staff are here to help you. Do not feel shy about asking questions in class if you have not understood something. Feel free to tell us what you find most (or least) interesting or useful in the course.

## Course programme

<b>Week 1</b>	<b>15 July – 19 July</b> Lectures begin on Monday 15 July
<b>Week 2</b>	<b>22 July – 26 July</b> A/V classes begin on Tuesday 23 July and tutorials on Thursday 25 July
<b>Week 3</b>	<b>29 July – 2 August</b> ASSIGNMENT 1 made available VOKABELQUIZ 1 in the AV class
<b>Week 4</b>	<b>5 August – 9 August</b> ASSIGNMENT 1 DUE – Monday due on 5 August by 4pm VOKABELQUIZ 2 in the AV class
<b>Week 5</b>	<b>12 August – 16 August</b> VOKABELQUIZ 3 in the AV class
<b>Week 6</b>	<b>19 August – 23 August</b> TEST 1 – Monday 19 August, regular lecture times ASSIGNMENT 2 made available VOKABELQUIZ 4 in the AV class
<b>Mid-semester Break (26 August to 8 September 2013)</b>	
<b>Week 7</b>	<b>9 September – 13 September</b> ASSIGNMENT 2 DUE – Monday 9 September by 4pm VOKABELQUIZ 5 in the AV class
<b>Week 8</b>	<b>16 September – 20 September</b> VOKABELQUIZ 6 in the AV class
<b>Week 9</b>	<b>23 September – 27 September</b> ASSIGNMENT 3 made available VOKABELQUIZ 7 in the AV class
<b>Week 10</b>	<b>30 September – 4 October</b> ASSIGNMENT 3 DUE – Thursday 30 September by 4pm VOKABELQUIZ 8 in the AV class
<b>Week 11</b>	<b>7 October – 11 October</b> TEST 2 – Monday 7 October, regular lecture times VOKABELQUIZ 9 in the AV class
<b>Week 12</b>	<b>14 October – 18 October</b> Oral Test – tba No lectures, AVs, tutorials